UNITED
NATIONS

ST

Secretariat

ST/SGB/1997/2
28 May 1997

SECRETARY-GENERAL'S BULLETIN

INFORMATION CIRCULARS*

The Secretary-General, for the purpose of establishing clearer and a more efficient system for the issuance of information circulars, promulgates the following:

Section 1

Information circulars

1.1 Information circulars shall contain general information on, or explanation of, established rules, policies and procedures, as well as isolated announcements of one-time or temporary interest.

1.2 Information circulars shall not be used for promulgating new rules, policies or procedures.

1.3 Information circulars shall normally be issued in English and French. Those of interest to permanent missions are also issued in Spanish. A circular of interest or applicable to a particular national group may, however, be issued in one language. Information circulars addressed to project personnel shall be issued in English, French and Spanish.

1.4 Information circulars shall be issued by the Under-Secretary-General for Administration and Management or by such other officials to whom the Under-Secretary-General has delegated specific authority.

1.5 Information circulars shall bear the symbol ST/IC/[year of issuance]/[issuance number].

* Personnel Manual index No. 135.

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Section 2

Issue and expiry date

Information circulars shall indicate their date of issue and expiry.

Section 3

Responsibility for control and clearance

3.1 The central registry established pursuant to the Secretary-General's bulletin (ST/SGB/1997/1) shall be responsible, inter alia, for reviewing any proposed new information circular and ensuring:

(a) That it is not inconsistent with any administrative issuance;

(b) That it is not used for promulgating new rules, policies or procedures.

3.2 Information circulars shall not be submitted for signature by the authorized official without certification that the above requirements have been satisfied.

3.3 Upon signature, the original information circular shall be deposited with, and registered by, the central registry. Information circulars shall be published and filed in a manner that ensures availability.

3.4 The central registry shall maintain a register of all information circulars, indicating the date of issue and expiry and the subject matter.

Section 4

Procedures for the implementation of the present bulletin

The Under-Secretary-General for Administration and Management may promulgate administrative instructions detailing procedures for the implementation of the present bulletin.

Section 5

Final provisions

The present bulletin shall enter into force on 1 June 1997.

(Signed) Kofi A. ANNAN
Secretary-General